

## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Performs advanced level duties in the repair and maintenance of the railroads of the Lake Charles Harbor & Terminal District (Port of Lake Charles) as well as operates, repairs and maintains the equipment and machinery used in the railroad maintenance group

This is a Career Progression Group allocated at the highest level (Port Facility Maintenance Specialist 3) and may be under filled at any point in the job group. All of the duties of this position will be performed once the experience, as well as other requirements, have been gained. The District shall define and set guidelines for advancement.

Must be able to safely walk, climb, bend, stoop, push, pull, lift objects weighing 30 pounds or more and shovel when directed by supervisor.

### **DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 3 (WS 214)**

- 70% Prepares for assigned maintenance duties using established procedures and planning unless instructed by Supervisor to change from standard policy;
- Inspects railroad tracks;
  - Repairs and resets railroad switches;
  - Cleans, lubricates and adjusts railroad switches;
  - Replaces railroad crosssties;
  - Raises, tamps, and aligns railroad tracks;
  - Helps to run the crew when Foreman is on other jobs;
  - Independently, safely and productively operates, following established procedures, at a minimum two of the following pieces of equipment – backhoe, tamper, dozer, bush hog, dump truck and slope mower;
  - Makes minor repairs to equipment;
  - Demonstrates a working knowledge of FRA (Federal Railroad Administration) standards CFR Parts 213 and 214
- 30% Cleans, washes, shovels, weeds, trims, paints, picks up trash, makes repairs to the District's transit sheds and warehouses as directed;
- Cuts and sprays grass along railroad tracks;
  - Works with and assists the District's operations departments;
  - Works in a group or individually as needed;
  - Performs preventive maintenance and repair work orders in accordance with Maintenance guidelines

Performs other duties as needed or assigned  
Maintains safety awareness

## **DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 2 (WS 212) AND GUIDELINES FOR ADVANCEMENT**

- 70% Manually raises and levels tracks using railroad jacks;  
Manually pulls rail spikes using spike puller;  
Replaces defective crossties;  
Tightens and replaces loose joints;  
Independently operates forklift, rail saw, dump truck, high rail truck, spike gun and railroad drill;  
Gains experience and knowledge in the safe and productive operation of the backhoe, tamper, dozer, bush hog, dump truck and slope mower;  
Makes minor repairs to equipment
- 30% Cleans, washes, shovels, weeds, trims, paints, picks up trash, makes repairs to the District's transit sheds and warehouses as directed;  
Cuts and sprays grass along railroad tracks;  
Works with and assists the District's operations departments;  
Works in a group or individually as needed;  
Performs preventive maintenance and repair work orders in accordance with Maintenance guidelines;  
Gains knowledge of FRA (Federal Railroad Administration) standards CFR 213 and 214
- Performs other duties as needed or assigned;  
Maintains safety awareness

## **GUIDELINES FOR ADVANCEMENT FROM PORT FACILITY MAINTENANCE SPECIALIST 2 TO PORT FACILITY MAINTENANCE SPECIALIST 3**

*Basis for advancement to Port Facility Maintenance Specialist 3 requires that an employee must be on permanent status and possess the minimum qualifications required by Civil Service including three years of experience in industrial maintenance. The employee must have demonstrated cooperation, a willingness to work, safe, satisfactory job performance, and overall understanding and skill to perform these duties. He/she must have earned an overall rating "Successful," or higher on his/her last performance rating. The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).*

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## **DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 1 (WS 210) AND GUIDELINES FOR ADVANCEMENT**

- 70% Manually raises and levels tracks using railroad jacks;  
Manually pulls rail spikes using spike puller;  
Replaces defective crossties;  
Tightens and replaces loose joints;  
Operates forklift, rail saw, dump truck, high rail truck, spike gun and railroad drill;  
Becomes familiar with the operation of the backhoe, tamper, dozer, bush hog, dump truck and slope mower

30% Cleans, washes, shovels, weeds, trims, paints, picks up trash, makes repairs to the District's transit sheds and warehouses as directed;  
Cuts and sprays grass along railroad tracks;  
Works with and assists the District's operations departments;  
Works in a group or individually as needed

Performs other duties as needed or assigned;  
Maintains safety awareness

**GUIDELINES FOR ADVANCEMENT FROM PORT FACILITY MAINTENANCE  
SPECIALIST 1 TO PORT FACILITY MAINTENANCE SPECIALIST 2**

*Basis for advancement to Port Facility Maintenance Specialist 2 requires that an employee must be on permanent status and possess the minimum qualifications required by Civil Service including two years of experience in industrial maintenance. The employee must have demonstrated cooperation, a willingness to work, safe, satisfactory job performance, and overall understanding and skill to perform these duties. He/she must have earned an overall rating of at least "Successful," or higher on his/her last performance rating. The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).*